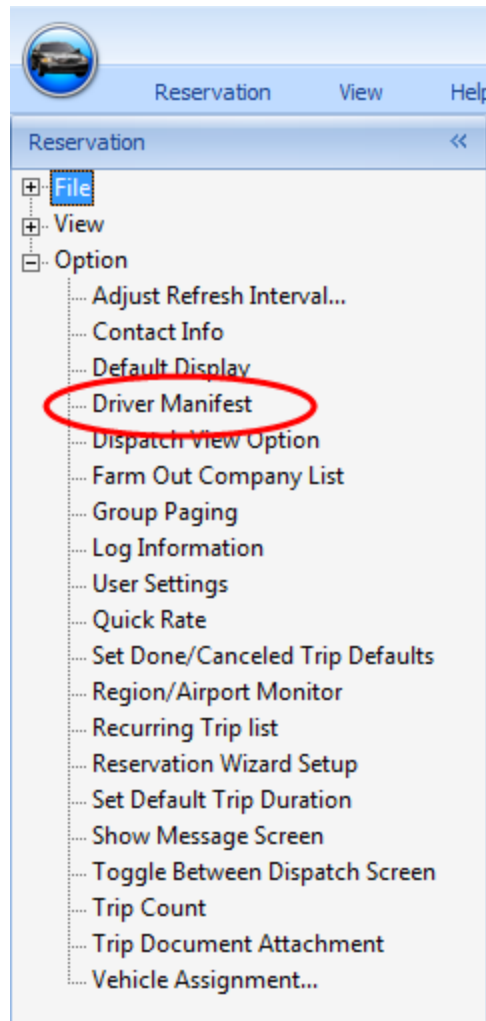


## Tech Tip Tuesday—September 18, 2018

### Driver Manifest

Driver Manifest is a feature that has been in Livery Coach for a long time, but we still run across people who don't realize it's there, or who have forgot, so we thought it would be a good time to highlight the feature.

From the Reservation left menu, Option tree, click on Driver Manifest.



When the Driver Manifest opens, by default it shows you the entire list of chauffeurs, with the ones who have trips highlighted in yellow.

Dispatch Grid [Refresh In 00:55]

Driver Manifest Look Up

-

09/17/2018

+

Driver ID:

Order By ID

Driver List

ID	Name	Trips	Total Hours	Total Charges	Status
Danica Patrick	100-Patrick	0	0.00	0.00	
Benjamin Franklin	111-Ben	0	0.00	0.00	
Elwood Blues	121-Blues2	0	0.00	0.00	
Length Test	12345678901234567890	0	0.00	0.00	
Case Keenum	130-Keenum	0	0.00	0.00	
Bo Duke	140-BDuke	2	5.00	783.93	
Luke Duke	141-LDuke	0	0.00	0.00	
Hoke Colburn	143-Colburn	0	0.00	0.00	
B.J. McKay	155-McKay	0	0.00	0.00	
Toonces The Cat	200-Toonces	0	0.00	0.00	
Colt Seavers	202-Seavers	0	0.00	0.00	

Clicking the “Driver has trip(s) only” box will filter out the chauffeurs who have no trips, leaving you with a shorter list.

Dispatch Grid [Refresh In 00:55]

Driver Manifest Look Up

-

09/17/2018

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Driver ID:

Order By ID

☐ Only show chauffeurs who have at least one trip booked

☐ Enable Timer (1 Min)

☒ Driver has trip(s) only

☐ And Archived Trip(s)

...

Driver List (Press F5 to open Driver Trips)

ID	Name	Trips	Total Hours	Total Charges	Status	Date/Time Stamp	Vehicle/Type Hours	Work Info
Bo Duke	140-BDuke	2	5.00	783.93			Sedan(2,000), Mercedes(3,000)	-

Double-clicking on a chauffeur brings up a Manifest for that day for that chauffeur, which can be printed if desired. Also, double-clicking on a trip line from the open manifest lets you change the status of the trip.

One common use for Driver Manifest is for those companies that dispatch all their trips the day before. When a chauffeur calls in to get his schedule, you can easily tell him what he is doing, and mark each trip “Dispatched” as you go down the line.

Bo Duke (140-BDuke) for 09/17/2018

Pick Up	Vehicle
09:20 AM Customer In Car 9011700	MKZ-001
03:00 PM Unassigned 9008963	Unknown

Status Selection

MainLevel 2Time Stamp

Pending

Unassigned

Assigned

Dispatched

On The Way

Arrived

Customer In Car

Done

Canceled

FlightTime Change

Farm Out - Unassigned

No Show

Late Cancel

Quote

Get Status Now!

☐ Update Until Trip is Done

✓Ok

Assign

✓Ok

Cancel

Help

Details	Notes